



*Embassy of the United States of America*

Guatemala City, Guatemala

August 30, 2005

## **VACANCY ANNOUNCEMENT 05-016**

**OPEN TO:** --Appointment Eligible Family Members (AEFMs). Eligible Family Members (EFM) – All Agencies  
  
--American citizens who are Members of Household (MOH), Not-Ordinarily Resident (NOR) or Ordinary Resident (OR) (see definitions below)

**POSITION:** DEA Secretary – GS-4 or equivalent to FS  
- FSN-5

**OPENING DATE:** August 30, 2005

**CLOSING DATE:** September 30, 2005

**WORK HOURS:** Full time; 40 hours/week

**GRADE:** AEFM/EFMMOH/NOR  
(Position Grade: GS-4 or equivalent to FS)  
  
Ordinarily Resident (OR)  
(Position Grade: FSN-5)

**NOTE: ALL APPLICANTS WHO ARE NOT APPOINTMENT ELIGIBLE FAMILY MEMBERS, ELIGIBLE FAMILY MEMBERS, MEMBERS OF HOUSEHOLD, OR NOT-ORDINARILY RESIDENTS, MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Guatemala is seeking a **U.S. citizen** for employment in country for the position of **Secretary** in the DEA Office. The position requires a secret clearance.

**BASIC FUNCTION OF THE POSITION:**

The individual selected will provide assistance and support to the Administrative Section of the Drug Enforcement Administration. Types a variety of materials such as letters, memoranda, investigative reports and cables in final form assuring correct grammar and format. Receives and corrects outgoing correspondence prepared by personnel for supervisor's signature. Receives telephone calls or visits in English and Spanish. Performs other clerical duties as needed.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants are instructed to address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of Secondary School is required.
2. **Experience:** Some secretarial/administrative work experience is required.
3. **Language Requirement:** Level III (good working knowledge) speaking/reading Spanish ability. Level IV (fluent) speaking/reading English is required.
4. **Knowledge, Skills and Abilities:** Knowledge and skill in the use of automation equipment and of computer software needed to perform work involving automated systems is required.

**SELECTION PROCESS:**

When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. Successful candidate must be able to obtain the required security clearance.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**SUBMIT APPLICATION TO:**

Human Resources Office  
Attention: Ruth Vallejo  
American Embassy, Guatemala

**DEFINITIONS:**

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
  - ❖ U.S. Citizen
  - ❖ Spouse or dependent who is at least age 18
  - ❖ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
  - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad.
  - ❖ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG Agency that is under Chief of Mission authority who do not meet the definitions of AEFM above.
3. **MOH (Member of Household):** A MOH is a person who:
  - ❖ Has accompanied but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad.
  - ❖ Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household.
  - ❖ Resides at post with the sponsoring employee.

4. **NOR (Not-Ordinarily Resident):** Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **OR (Ordinarily Resident):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

**IMPORTANT NOTICE:**

**DRUG TESTING BY URINALYSIS IS REQUIRED FOR THIS POSITION. APPLICANTS ARE REQUIRED TO SIGN A DRUG STATEMENT REGARDING ANY PRIOR DRUG USAGE BEFORE THEY CAN BE CONSIDERED FOR THE POSITION. APPOINTMENT TO THE POSITION WILL DEPEND ON THE RESULT OF THE DRUG STATEMENT.**

**EMPLOYMENT IS CONTINGENT UPON SATISFACTORY COMPLETION OF A FULL FIELD BACKGROUND INVESTIGATION. THE SECURITY PROCESS MAY TAKE UP TO THREE (3) MONTHS TO COMPLETE AND THE APPLICANT CANNOT BEGIN WORK UNTIL THE CLEARANCE PROCESS IS COMPLETE.**

**CLOSING DATE FOR THIS POSITION: SEPTEMBER 30, 2005**

**The US Mission in Guatemala is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age, or sexual orientation.**